

INFORMATION TECHNOLOGY COMMITTEE

May 16, 2013

8:30 am

Conference Room 202

Present: Chairman Ron Niemann, Bob Boyle, Marie Wamsley, John Hastie, Jason Walter, Becky Taylor, Terry Loeffelholz, Jennifer Russell

(1) **Call to Order:** The meeting was called to order at 8:35 am by Chairman Niemann

(2) **Proof of Posting:** Ron advised that the agenda was posted in three different places.

(3) **Action on Agenda:** Motion by Wamsley, second by Boyle, to approve the agenda as presented. Voice vote, motion carried.

(4) **Action on Minutes:** Motion by Wamsley, second by Boyle, to approve the minutes from the April 15, 2013 meeting as presented. Voice vote, motion carried.

(5) **Purchase of a backup server for Land Conservation Department:** Terry advised that the Land Conservation Department currently does not have a backup system in place. Jason advised that they have a spare computer to use as a backup server, but they don't have the necessary hard drives to support it. They would need to purchase (3) hard drives at a cost of \$94.13 each. This purchase has not gone through the Land Conservation Committee yet, which meets the first week in June. But due to Jason being gone for 3 weeks in June, they did not want to wait to get this project done. A motion was made by Boyle, second by Wamsley to approve the purchase up to \$350.00 for the necessary hard drives and set up a backup server, contingent upon approval from the Land Conservation/Planning & Zoning Committee at their meeting in June. Voice vote, motion carried.

(6) **Purchase of two iPads for Rehab Department at the Hospital:** Marie advised that the Rehab Department is required as part of Medicare to have online patient surveys done as part of the patient's visit. The Rehab Department has been trying to figure out what would work best in regards to cost, workflow, space issues for allowing the patient to fill out the survey. Ideas that were considered were using iPads and setting up individual workstations. The workstations would be more costly, and take up more space. That is why they would like to purchase (2) iPads at a cost of \$379 each. Ron questioned why they didn't look into other brands of tablets? He felt that iPads are expensive as opposed to other alternatives that could get them online the same way. Also, the County doesn't use any other Apple products. A motion was made by Boyle, second by Niemann, to approve the purchase of (2) alternative tablets up to \$758.00, and considering security protection if available, subject to approval by the Hospital Committee. Voice vote, motion carried.

(7) **Purchase of a laptop for UW Extension CNRED Educator:** Jennifer Russell advised that the UW Extension would like to purchase a new laptop for the new UW Extension CNRED Educator. The current laptop being used by that position is old, the operating system is slow, and the screen has been burned out for quite some time. The quote for a new laptop is \$875.00. A motion was made by Wamsley, second by Boyle, to approve the purchase of a new laptop for \$875.00. Voice vote, motion carried.

(8) **Coverage of IT Department during IT Administrator's absence:** Becky has been trying to get back in touch with Jeff Anderson at Grant County to work out the details of his coverage during Jason's absence, without luck. Becky has also sent a draft of a contract to Lafayette County's Corporate Counsel for review, without a response. A motion was made by Boyle, second by Wamsley, to give Becky permission to go ahead and pursue the details and a contract with Jeff Anderson at Grant County, to cover Jason's absence. Voice vote, motion carried.

(9) **Hourly Technical Support Charge:** Becky has been working with Sandy on the IT Department's loaded rates, but they do not have final figures available yet. Ron feels that we should be looking at the loaded effective rate, because some of their time is administrative and some of it is billable. And it should include their rate, plus benefits, plus vacation/sick time, etc., and be pro-rated. Becky and Sandy will work the numbers some more, and report back at the next IT meeting.

(10) **Remote Access Support or Software for IT Department:** Jason has not had time to look into this, due to important projects coming up. This will be tabled to the next IT meeting.

(11) **IT Inventory:** Jason advised that they have been keeping up with the inventory so far with keeping track of items in their Excel spreadsheet and Spiceworks does some of it for them as well. However, John feels that they should look into something that will do the inventory for them automatically. Again, Jason has been busy working on other important projects, so he has not had time to look into this. This will be tabled to a later IT meeting.

(12) **Monthly Update:** Jason advised that he has most of the Highway Department moved over on their new server project. He has also been working on the ECS software upgrade at the Manor, along with updates at the Hospital. Chris has been working on the eWisacwis and SAMs installations at Human Services. But the biggest project he is currently working on is an upgrade to the Sheriff's Department ticketing system that the State is requiring they have done by August. They have been running into problems with the length of the upgrade, which takes approximately 25 hours, and the document is 318 pages.

(13) **IT Vouchers:** Two vouchers were presented. The first voucher was in the amount of \$780.62, and it included the April monthly cell phone bills for the IT Department, an HP Printer Maintenance Kit for the County Clerk, MS Office and MS Access software for the Treasurer Department, a fax modem for Human Services, and a card reader/writer and a DVD burner for the Sheriff's Department.

The second voucher was in the amount of \$115.37, and it included wall jacks and the May monthly cell phone bills for the IT Department, and a speaker set for the Sheriff's Department.

A motion was made by Wamsley, second by Boyle, to approve the vouchers as presented. Voice vote, motion carried.

(14) **Future Agenda Items:**

- UPS backups for the Sheriff's Department
- time clock upgrade
- coverage of IT department during IT Administrator's extended absence
- hourly Technical Support charge
- remote access support or software for IT Department
- inventory
- new email server, email software, and email encryption (bring back in July)

(15) **Next meeting date:** June 17, 2013 @ 8:30am

(16) **Adjournment:** Motion by Boyle, second by Wamsley, to adjourn the meeting at 9:23am. Voice vote, motion carried.